

SUSSEX COUNTY EDUCATIONAL SERVICES COMMISSION

June Minutes

June 5, 2023

REPRESENTATIVE ASSEMBLY/REORGANIZATION /REGULAR MEETING 7:00 P.M.

I. CALL TO ORDER BY MRS. SIIPOLA, BUSINESS ADMINISTRATOR / BOARD SECRETARY

Mrs. Siipola called the meeting to order at 7:19 pm.

II. ANNOUNCEMENT OF NOTICE

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice and to attend meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Sussex County Educational Services Commission has caused advance notice of this meeting by having the date, time and place published in the NJ Herald, Star Ledger, and at the County of Sussex Clerk's Office. Meeting notice was posted on the door at the Northern Hills Academy.

III. FLAG SALUTE

Mrs. Siipola led the salute to the flag.

IV. MISSION STATEMENT

Sussex County Educational Services Commission is a public agency that seeks to create partnerships with public and nonpublic schools and local communities. The Sussex County ESC develops and provides meaningful programs for young people with unique challenges and their families. Our goals are designed to shape our students into productive independent adults. Sussex County ESC provides opportunities for the professionals in our communities to stay current with their educational practices while supporting districts with both cost effective programs and a wide array of services.

V. ROLL CALL

BOARD OF DIRECTORS

| | | |
|---------------|--------------------|---------|
| ANDOVER | JANE BYRON | ABSENT |
| BYRAM | MARY ANN RISLEY | PRESENT |
| FRANKLIN | KATHLEEN CLOHESSEY | ABSENT |
| GREEN | MARIE BILIK | PRESENT |
| HAMBURG | KIM SIGMAN | PRESENT |
| HARDYSTON | RON HOFFMAN | PRESENT |
| KITTATINNY | DEBRA COOK | PRESENT |
| LAFAYETTE | LISA CARLSON | PRESENT |
| LENAPE VALLEY | RICHARD KUNCKEN | PRESENT |

| | | |
|-----------------|-----------------|---------|
| NEWTON | JOANIE FAYE | PRESENT |
| SPARTA | WALTER KNAPP | PRESENT |
| STANHOPE | GIL MOSCATELLO | ABSENT |
| SUSSEX-WANTAGE | NICK D'AGOSTINO | ABSENT |
| VERNON | CARL CONTINO | PRESENT |
| WALLKILL VALLEY | VIRGINIA JONES | ABSENT |

REPRESENTATIVE ASSEMBLY

| | | |
|---------------------|--------------------------|---------|
| FREDON | ARNE OLSEN | ABSENT |
| FRANKFORD | TBD | |
| FRELINGHUYSEN | KIMBERLY NEUFFER | PRESENT |
| HAMPTON | JOHN NELSON | PRESENT |
| HIGH POINT | TBD | |
| HOPATCONG | NICOLE FALCONI - SHUBERT | ABSENT |
| MONTAGUE | BARBARA HOLSTEIN | ABSENT |
| NORTH WARREN | JOHN NAUSE | ABSENT |
| OGDENSBURG | HEATHER SCHIN | ABSENT |
| SANDYSTON / WALPACK | TBD | |
| SUSSEX VOTECH | GUS MODLA | ABSENT |
| WARREN HILLS | TBD | |

ALSO PRESENT: Andrea Romano - Superintendent
 Erin Siipola- Business Administrator
 Greg Farley - Superintendent

VI. ACTION ON AGENDA ITEMS

1. **RESOLVED**, that the Representative Assembly set the number of Board of Directors at fifteen (15) and call for members to serve the Board for the period June 5, 2023 through June 3, 2024.

| | | | |
|-----------------|-------------------|-------------------|---------------------|
| MOVE: Mr. Knapp | | 2ND: Ms. Faye | |
| Andover | Byram Aye | Frankford | Franklin |
| Fredon | Frelinghuysen Aye | Green Aye | Hamburg Aye |
| Hampton Aye | Hardyston Aye | High Point | Hopatcong |
| Kittatinny Aye | Lafayette Aye | Lenape Valley Aye | Montague |
| Newton Aye | North Warren | Ogdensburg | Sandyston / Walpack |
| Sparta Aye | Stanhope | Sussex Wantage | Sussex Votech |
| Vernon Aye | Wallkill Valley | Warren Hills | |

Motion is passed.

VII. NOMINATIONS

A. CALL FOR THE NOMINATION FOR THE BOARD OF DIRECTORS

Andover
Byram
Franklin
Frelinghuysen
Green
Hamburg
Hardyston
Kittatinny
Lafayette
Newton
Sparta
Stanhope
Sussex-Wantage
Vernon
Wallkill Valley

| | | | |
|-------------------|-------------------|-------------------|---------------------|
| MOVE: Mr. Hoffman | | 2ND: Ms. Carlson | |
| Andover | Byram Aye | Frankford | Franklin |
| Fredon | Frelinghuysen Aye | Green Aye | Hamburg Aye |
| Hampton Aye | Hardyston Aye | High Point | Hopatcong |
| Kittatinny Aye | Lafayette Aye | Lenape Valley Aye | Montague |
| Newton Aye | North Warren | Ogdensburg | Sandyston / Walpack |
| Sparta Aye | Stanhope | Sussex Wantage | Sussex Votech |
| Vernon Aye | Wallkill Valley | Warren Hills | |

Motion is passed.

B. OATH OF ALLEGIANCE

Mrs. Siipola administered the oath of office to the board of directors.

C. CALL FOR THE NOMINATION FOR THE POSITION OF BOARD PRESIDENT

Nomination of Mr. Moscatello

Nominated by: Ms. Carlson

Seconded by: Mr. Knapp

| | | | |
|-------------------|-------------------|-------------------|---------------------|
| MOVE: Ms. Carlson | | 2ND: Mr. Knapp | |
| Andover | Byram Aye | Frankford | Franklin |
| Fredon | Frelinghuysen Aye | Green Aye | Hamburg Aye |
| Hampton Aye | Hardyston Aye | High Point | Hopatcong |
| Kittatinny Aye | Lafayette Aye | Lenape Valley Aye | Montague |
| Newton Aye | North Warren | Ogdensburg | Sandyston / Walpack |
| Sparta Aye | Stanhope | Sussex Wantage | Sussex Votech |
| Vernon Aye | Walkill Valley | Warren Hills | |

Motion is passed.

D. CALL FOR THE NOMINATION FOR THE BOARD VICE PRESIDENT

Nomination of Ms. Carlson

Nominated by: Mr. Knapp

Seconded by: Ms. Risley

| | | | |
|-----------------|-------------------|-------------------|---------------------|
| MOVE: Mr. Knapp | | 2ND: Ms. Risley | |
| Andover | Byram Aye | Frankford | Franklin |
| Fredon | Frelinghuysen Aye | Green Aye | Hamburg Aye |
| Hampton Aye | Hardyston Aye | High Point | Hopatcong |
| Kittatinny Aye | Lafayette Aye | Lenape Valley Aye | Montague |
| Newton Aye | North Warren | Ogdensburg | Sandyston / Walpack |
| Sparta Aye | Stanhope | Sussex Wantage | Sussex Votech |
| Vernon Aye | Walkill Valley | Warren Hills | |

Motion is passed.

THE NEW PRESIDENT ASSUMES AND PRESIDES OVER THE REMAINDER OF THE MEETING

Ms. Carlson presided over the meeting.

VIII. APPOINTMENT OF REPRESENTATIVES AND COMMITTEES BY THE PRESIDENT

Ms. Carlson stated the committees will be updated In January after the districts hold their reorganization meeting.

1. Buildings and Grounds/Finance
2. Negotiations and Personnel
3. Programs and Services/Policy
4. Executive Committee

IX. ACTION ON MATTERS PERTAINING TO REORGANIZATION

1. **RESOLVED**, by the Board of Directors of the Sussex County Educational Services Commission that all existing bylaws and policies and regulations, contracts and agreements as established by act and practice of previous Boards of Directors and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution.
2. **RESOLVED**, that the following appointments be made for the period July 1, 2023, through June 30, 2024, or until a replacement is named:

WHEREAS, there exists a need for auditing, legal services and architectural services

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Parette Somjen Architects be appointed to provide architectural services at a rate of \$178 per hour for Principal and Partner License Architects for the period July 1, 2023 – June 30, 2024, for a maximum amount not to exceed \$100,000.00.

Schenck, Price, Smith & King, LLP be appointed as to provide legal services at a rate of \$190.00 per hour for the period of July 1, 2023 – June 30, 2024, for a maximum amount not to exceed \$100,000.00

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

3. **RESOLVED**, that the following appointments be made for the period July 1, 2023, through June 30, 2024, or until a replacement is named:

WHEREAS, there exists a need for medical, OT/PT/Speech services consulting services,

WHEREAS, there are funds available for these purposes, and,

WHEREAS, 18A:18A-5 et seq. requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Dr. James Porter to provide medical consulting services for the period of July 1, 2023 – June 30, 2024 at a rate of \$500 a year.

J&B Therapy be appointed to provide OT/PT/Speech Services at a rate of \$95.50 per hour for the period of time of July 1, 2023- June 30, 2024 for a maximum not to exceed \$300,000.

These appointments are made without competitive bidding as "Professional Services" under the provisions of N.J.S.A. 18A-18A-5 et seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED that a brief notice of this action shall be printed in the New Jersey Herald as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount and that the resolution and terms of their appointment are on file in the office of the Board of Education in the following form:

4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors, move to authorize the Business Administrator / Board Secretary to invest the Commission's funds in such instruments as he/she legally empowered under the Statutes of the State of New Jersey through the following eligible financial depository institutions and governmental agencies; and any other institution eligible to act as a depository for public funds when in the best interest of Sussex County Educational Services Commission, noting entities are in compliance with Chapter 271 NJSA 19:44A-20.26 where applicable:

Lakeland Bank

5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors move to approve the designation of the Commission's Accounts and required signatures for the period July 1, 2023– June 30, 2024.

GENERAL FUND ACCOUNT

3 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

NET PAYROLL ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

AGENCY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

STUDENT ACTIVITY ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

FLEXIBLE SAVINGS ACCOUNT

2 Signatures

Board President, Treasurer of School Monies, School Business Administrator,
Superintendent

6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors shall from time to time enter into such agreements with Lakeland Bank as any person(s) named below deems appropriate to facilitate Electronic Banking services for the management of cash resources.

Eileen Kithcart, School Treasurer of Monies
Andrea Romano, Superintendent
Erin Siipola - Business Administrator / Board Secretary

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors designate the New Jersey Herald as the Official newspaper. The Star Ledger will be designated as the official alternate newspaper.
8. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors renew the following joint Purchasing Agreements, per N.J.S.A. 18A:18A-11 for the period of July 1, 2023 – June 30, 2024.

Hunterdon County Educational Services Commission
Middlesex Regional Educational Services Commission

9. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following companies to provide tax-sheltered annuity agreements.

AXA Equitable
Lincoln Financial Group

10. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to request bids for any goods or services as needed by the Commission for the period July 1, 2023 – June 30, 2024.
11. **RESOLVED**, that the Sussex County Education Services Commission Board of Directors authorize the Business Administrator to make purchases up to the bid threshold, from New Jersey State Contract Vendors.
12. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator / Board Secretary to audit and approve any account necessary payments prior to board approval. Any such approval shall be presented to the Board for ratification at their next meeting as per N.J.S.A. 18A:19-4.1.

13. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors authorize the Business Administrator, on an as needed basis, to issue advance payment and/or partial payment to facilitate district requirements.
14. **RESOLVED**, that the Sussex County Educational Services Commission authorize the following petty cash fund effective for the period July 1, 2023 – June 30, 2024 in the amount of \$350.00 in accordance with N.J.S.A. 18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10

AND FURTHER BE IT RESOLVED to establish a maximum single petty cash expenditure of \$50.00 not to be exceeded without prior approval by the Board Secretary.
15. **RESOLVED**, that the Sussex County Educational Services Commission appoint Morville Agency as the Commission's insurance broker for July 1, 2023 – June 30, 2024.
16. **RESOLVED**, that the Sussex County Educational Services Commission appoint Brown & Brown as the Commission's health insurance broker for July 1, 2023 – June 30, 2024.
17. **RESOLVED**, that the following appointments be made through June 30, 2024:

| Title | Name |
|--|-----------------|
| School Business Administrator/Board Secretary | Erin Siipola |
| Public Agency Compliance Officer | Erin Siipola |
| Qualified Purchasing Agent | Erin Siipola |
| Contracting Agent/Integrated Pest Management Coordinator | Erin Siipola |
| Right to Know Officer | Andrea Romano |
| Custodian of Records (OPRA) | Erin Siipola |
| Treasurer of School Monies | Eileen Kithcart |
| Attendance Officer | Greg Farley |
| Affirmative Action Officer | Erin Siipola |
| "504" Officer | Andrea Romano |
| Anti Bullying Coordinator | Wade Dendy |

| | |
|--------------------------|-------------|
| Anti Bullying Specialist | Greg Farley |
| School Safety Officer | Greg Farley |

19. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following pursuant to policy 5751 Sexual Harassment of students.

| Title | Name |
|----------------------|---------------|
| Title IX Coordinator | Erin Siipola |
| Investigator | Erin Siipola |
| Decision Maker | Greg Farley |
| Appeals Officer | Andrea Romano |

20. **RESOLVED**, that the Board approve the following schedule of meetings to be held by the Board of Directors of the Sussex County Educational Services Commission, at the Northern Hills Academy, 10 Gail Court, Sparta, NJ 07871:

2023-2024 Meeting Schedule for the Board of Directors
Sussex County Educational Services Commission

| <u>Day and Date</u> | <u>Time</u> | <u>Type of Meeting</u> |
|----------------------------|-------------|--|
| Monday, August 21, 2023 | 7:00 p.m. | Regular Meeting |
| Monday, September 11, 2023 | 7:00 p.m. | Regular Meeting |
| Monday, October 2, 2023 | 7:00 p.m. | Regular Meeting |
| Monday, November 6, 2023 | 7:00 p.m. | Regular Meeting |
| Monday, December 4, 2023 | 7:00 p.m. | Regular Meeting |
| Monday, January 8, 2024 | 7:00 p.m. | Regular Meeting |
| Monday, February 5, 2024 | 7:00 p.m. | Regular Meeting |
| Monday, March 4, 2024 | 7:00 p.m. | Regular Meeting Representative Assembly meeting: Budget |

| | | |
|-----------------------|-----------|---|
| Monday, April 8, 2024 | 7:00 p.m. | Regular Meeting |
| Monday, May 6, 2024 | 7:00 p.m. | Regular Meeting |
| Monday, June 3, 2024 | 7:00 p.m. | Representative Assembly Reorganization/Regular Meeting |
| Monday, June 24, 2024 | 7:00 p.m. | Regular Meeting |

| | | | |
|------------------|-------------------|-------------------|---------------------|
| MOVE: Ms. Risley | | 2ND: Mr. Knapp | |
| Andover | Byram Aye | Frankford | Franklin |
| Fredon | Frelinghuysen Aye | Green Aye | Hamburg Aye |
| Hampton Aye | Hardyston Aye | High Point | Hopatcong |
| Kittatinny Aye | Lafayette Aye | Lenape Valley Aye | Montague |
| Newton Aye | North Warren | Ogdensburg | Sandyston / Walpack |
| Sparta Aye | Stanhope | Sussex Wantage | Sussex Votech |
| Vernon Aye | Wallkill Valley | Warren Hills | |

Motion is passed.

*** Representative Assembly Members May be Excused. Thank you for attending this part of our meeting. We appreciate and value the time and commitment that you show to supporting the Sussex County ESC and all of our educational programming, our Administrative Team and our staff.**

Representative assembly left the meeting.

Ms. Sigman left the meeting.

REGULAR MEETING OF SUSSEX COUNTY ESC - June 5, 2023

X. APPROVAL OF THE MINUTES

Motion by Mr. Hoffman, Seconded by Ma. Faye, to approve the following minutes:

May 2, 2023 Regular Meeting
May 2, 2023 Executive Session

Voice Vote: All voiced in favor. Motion is carried.

XI. PRESIDENT’S COMMENTS:

XII. CORRESPONDENCE

1. NHA Field Day
2. Derbies & Donuts
3. Graduation Invite

XIII. COMMITTEE REPORTS

Personnel & Negotiations – Met on May 31, 2023 - Ms. Risley reported the committee met and discussed ESY & RSY hires. A \$5,000 non pensionable stipend was also discussed for a speech therapist for extra work.

Buildings and Grounds / Finance - None

Programs and Services / Policy - None

XIV. SUPERINTENDENT’S REPORT

Current Student Enrollment 2022-2023 School Year by School District

| DISTRICT | # of Students | MEMBER | NON MEMBER |
|---------------------------|----------------------|---------------|-------------------|
| Andover | 1 | x | |
| Butler (N/M) | 1 | | x |
| Frelinghuysen (Warren) | 1 | x | |
| Great Meadows (N/M) | 1 | | x |
| Hackettstown | 2 | | X |
| Hardyston | 1 | x | |
| High Point | 4 | x | |
| Hopatcong Boro | 5 | x | |
| Jefferson | 3 | | x |
| Lafayette | 2 | x | |
| Lopatcong | 1 | | x |
| Montague | 5 | x | |
| New Milford | 1 | | x |

| | | | |
|-----------------------------------|---|---|--|
| North Warren | 1 | x | |
| Sparta | 3 | x | |
| Sussex/Wantage | 1 | x | |
| Vernon | 7 | x | |
| Wallkill | 5 | x | |
| Warren Hills Reg Middle School | 2 | x | |

Northern Hills Academy

Curriculum

- Completed NJSLA/DLM testing for 3rd-8th, 11th grade students
- Conducted May the 4th Professional Development Day - two workshops were:
 - Staying Safe - Verbal & Non-Verbal De-escalation
 - Successful Classroom Management Function of Behavior Behavior Management Techniques
- Expanding Work-Based Learning opportunities
 - Abilities of Northwest Jersey Inc completed Pre-ETS for two sessions, six classes each
- Roxy Ballet Finale - May 11

Personnel

- Interviewed and hired:
 - Two (2) teachers for ESY
 - Teacher for the 2023-2024 school year
 - Three additional paras (ESY)

Instructional Supervision

- Completed all certified observations by 5/26/23
- Professional Development - Attended Bias crime/incident training for school officials

Community Involvement

- Tea with someone Special - May 12, 2023: 26 families attended
- Curriculum and Extended School Year Preview for parents - 5/24

Facilities/Safety

- Met/toured the building with School Resource Officer and Sparta Detectives
 - Discussed drills and safety protocols and procedures
 - Revamping procedures and creating a 1 Page overview for each drill
 - Labeled the outside windows as per Safety Plan

June 2023 Project SEARCH

- Wallkill Valley invited us to participate in a program that they are part of called the ATLAS program. They partnered with a school district from Sweden and asked if we would introduce Project

SEARCH to them. The Wallkill Superintendent, 2 counselors, and 4 teachers from Sweden attended. They were extremely impressed with the program.

- All interns are winding down their internships and getting ready for graduation.
- Employment Planning Meetings are all set and underway. Parents and counselors and parents are thrilled with how far their child has come.
- Our intern in the Heart Center is getting ready to start the onboarding process.
- Our student that was selected to throw out the first pitch at the is practicing daily with me at lunch for his big day throw out the first pitch at a Sussex County Minor League game on July 1st, he is doing well and still very excited
- The interns are writing their graduation speeches and getting ready to rehearse them
- Our intern ia starting the onboarding process to start working in Materials in Morristown
- Our three interns are getting ready for employment opportunities at Mineral Springs upon graduation
- I am thrilled with the hire of Colette and Amy- the interns and I value their input and perspective on the world of work and their lessons are proving to be very successful
- Human Resources has reserved the Romano Center for our graduation on June 14th from 10:00am-12:00pm
- We have a teams meeting June 7th with Human Resources to discuss the Hackettstown site up for September

XV. BUSINESS ADMINISTRATOR'S REPORT

Open enrollment for health insurance was held during May.

The business office is in the process of following up on open invoices and PO's in anticipation of the end of the year.

XVI. PUBLIC PARTICIPATION

There was no public participation.

XVII. RESOLUTION FOR EXECUTIVE SESSION (Closed)

Motion by Mr. Contino, seconded by Ms. Faye, to adopt the following resolution and enter into closed Executive Session, all voiced in favor, at 7:42 p.m.:

WHEREAS, The Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Sussex County Educational Services Commission is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Sussex County Educational Services Commission, County of Sussex, State of New Jersey that a closed session will be held on June 5, 2023 for the purpose of Personnel.

BE IT FURTHER RESOLVED that the action of the board with regard to the above entitled subject matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved, and would not result in a possible invasion of their right to privacy.

Motion by Mr. Knapp, seconded by Ms. Faye, to close the Executive Session, all voiced in favor at 7:51 p.m.:

The Board entered into Regular Session at 7:51 p.m.

XVIII. BOARD ACTION ON AGENDA ITEMS:

A. PERSONNEL

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Superintendent Andrea Romano to hire personnel for ESY 2023 program and 2023-2024 school year and to be ratified at the next board meeting.

2. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors rescind the hiring of the following staff members for the 2023-2024.

| NAME | POSITION | STEP | SALARY | EFFECTIVE DATE | NOTES |
|-------------------------|---------------------|------|----------|----------------------------|-------|
| Alasandra Russo-Martino | School Psychologist | 10 | \$73,650 | Sept 1, 2023-June 30, 2024 | |

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following teachers for the 2023 ESY program:

| NAME | POSITION | STEP | SALARY | EFFECTIVE DATE | NOTES |
|-------------------------|---------------------------|------|-------------------|--------------------------------|----------|
| Hannah Storbeck -Vooght | Special Education Teacher | 2 | \$306.79 per diem | July 5, 2023 - August 15, 2023 | ESY only |
| Caren Stephenson | Special Education Teacher | 12 | \$375.28 per diem | July 5, 2023 - August 15, 2023 | ESY only |

4. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time paraprofessionals up to 28 hours, for the 2022-23 school year pending completion of all paperwork:

| NAME | POSITION | STEP | SALARY | EFFECTIVE DATE | NOTES |
|------------------------|------------------|------|------------------|----------------|--|
| Phoebe Livingston | Paraprofessional | 11 | \$20.00 per hour | 5.8.23-6.30.23 | Para position approved at previous meeting |
| Julia Nangle | Paraprofessional | 1 | \$15.40 per hour | 6.5.23-6.30.23 | |
| Michelle Pietrodangelo | Paraprofessional | 11 | \$20.00 per hour | 6.5.23-6.30.23 | |

5. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time clerk up to 28 hours, for the 2022-23 school year pending completion of all paperwork:

| NAME | POSITION | SALARY | EFFECTIVE DATE | NOTES |
|----------|-----------------|------------------|------------------------------|-------|
| Nancy Ko | Office Clerk-PT | \$22.00 per hour | June 15, 2023- June 30, 2023 | |

6. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following part-time clerk up to 28 hours, for the 2023-2024 school year pending completion of all paperwork:

| NAME | POSITION | SALARY | EFFECTIVE DATE | NOTES |
|----------|-----------------|------------------|----------------------------|-------|
| Nancy Ko | Office Clerk-PT | \$22.00 per hour | July 1, 2023- June 30 2024 | |

7. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following: Jamie Kocher, COTA for the 2023-2024 ESY program at the following pending completion of all paperwork:

| NAME | POSITION | STEP | SALARY | EFFECTIVE DATE | NOTES |
|--------------|----------|------|----------|------------------------------------|-------|
| Jamie Kocher | COTA | 3 | \$311.15 | July 5, 2023-August 15, 2023 | |

8. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following Jamie Kocher, COTA for the 2023- 2024 school year program at the following pending completion of all paperwork:

| NAME | POSITION | STEP | SALARY | EFFECTIVE DATE | NOTES |
|--------------|----------|------|----------|----------------|-------|
| Jamie Kocher | COTA | 3 | \$57,250 | 9/1/23-6/30/24 | |

9. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following 2023 ESY part time paraprofessionals not to exceed 28 hours a week:

| NAME | POSITION | STEP | SALARY | NOTES |
|--------------------------|-------------------------------|------|------------------|-------|
| Ella Stites | Part time Paraprofessional | 2 | \$15.80 per hour | |
| Jaylyn Morales | Part time Paraprofessional | 3 | \$16.20 per hour | |
| Hema Patel | Part time Paraprofessional | 5 | \$17.05 per hour | |
| Julia Nagle | Part time Paraprofessional | 1 | \$15.40 per hour | |
| Michelle Pietroangelo | Part time Paraprofessional | 11 | \$20.00 per hour | |

10. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission approve the following part time paraprofessionals for the 2023-2024 RSY program, not to exceed 28 hours a week:

| NAME | POSITION | STEP | SALARY | NOTES |
|------------------------|-------------------------------|------|------------------|---|
| Carolyn Ackerson | Part time Paraprofessional | 14 | \$22.50 per hour | Includes .35 sub teacher & .50 Bachelors |
| Judith Deskins | Part time Paraprofessional | 12 | \$20.65 per hour | |
| Barbara DeLorenzi | Part time Paraprofessional | 10 | \$19.65 per hour | |
| Meliza Guzman | Part time Paraprofessional | 5 | \$17.40 per hour | Includes .35 associates |
| Kelsey Hintzen | Part time Paraprofessional | 14 | \$21.65 per hour | |
| Loren Klotz | Part time Paraprofessional | 5 | \$17.05 per hour | |
| Michelle Kozlowski | Part time Paraprofessional | 9 | \$19.40 per hour | Includes .35 associates |
| Jennifer Lockman | Part time Paraprofessional | 13 | \$21.15 per hour | |
| Martin McKernan | Part time Paraprofessional | 16 | \$23.50 per hour | |
| Janet Magistro | Part time Paraprofessional | 6 | \$17.50 per hour | |
| Cameron Mastenbrook | Part time Paraprofessional | 2 | \$15.80 per hour | |
| Meghan Murphy | Part time Paraprofessional | 9 | \$19.75 per hour | Includes .35 associates & .35 sub teacher |
| Hema Patel | Part time Paraprofessional | 5 | \$17.85 per hour | Includes .35 sub teacher & .50 bachelor |
| Kaci Phlegar | Part time Paraprofessional | 4 | \$16.60 per hour | |
| Melanie Radice | Part time Paraprofessional | 11 | \$20.50 per hour | Includes .35 Associates |
| Kerry Santiago | Part time | 16 | \$23.50 per hour | |

| | | | | |
|------------------------|-------------------------------|----|------------------|---------------------------|
| | Paraprofessional | | | |
| Kristen VanClief | Part time Paraprofessional | 6 | \$18.00 per hour | Includes .50 Bachelors |
| Elizabeth Williams | Part time Paraprofessional | 5 | \$17.05 per hour | |
| Christopher Malone | Part time Paraprofessional | 2 | \$15.80 per hour | |
| Morgan Kervatt | Part time Paraprofessional | 4 | \$16.60 per hour | |
| Carol Hakkenberg | Part time Paraprofessional | 12 | \$20.65 per hour | |
| Chancelevia Mengara | Part time Paraprofessional | 11 | \$20.15 per hour | |
| Kathryn Williams | Part time Paraprofessional | 3 | \$16.20 per hour | |
| Gail Fiasco | Part time Paraprofessional | 11 | \$20.15 per hour | |
| JoAnne Krystofiak | Part time Paraprofessional | 13 | \$21.15 per hour | |
| Margaret Perri | Part time Paraprofessional | 11 | \$20.15 per hour | |
| Téa Fairweather | Part time Paraprofessional | 3 | \$16.20 per hour | |
| Phoebe Livingston | Part time Paraprofessional | 11 | \$20.15 per hour | |

11. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following substitute teachers for the 2022-2023 school year, not to exceed 28 hours a week.

| NAME | POSITION | STEP | 22-23 SALARY | Effective Date |
|--------------|-----------------------|------|---------------------|------------------|
| Julia Nangle | Substitute Teacher | 1 | \$15.40 + \$5.00 | 6/5/23 - 6/30/23 |

12. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following F/T custodian for the 2023- 2024 school year program:

| NAME | POSITION | STEP | 23-24 SALARY | Effective Date |
|----------|---------------|------|--------------|-----------------|
| Ray Rios | F/T Custodian | 10 | \$51,750 | 7/1/23- 6/30/24 |

13. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of the following P/T custodian for the 2023- 2024 school year program:

| | | | | |
|-------------------|---------------|---|------------------|---|
| William Miller | P/T Custodian | 6 | \$22.92 per hour | 7/1/23- 6/30/24 Up to 28 hours per week |
| Christian Macchio | P/T Custodian | 2 | \$20.84 per hour | 7/1/23- 6/30/24 Up to 15 hours per week |

14. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the hiring of Eileen Kithcart as the Treasurer of School Monies in the amount of \$ 5,605.00 for the 2023- 2024 school year program:

15. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the non pensionable stipend for Anna Gelpke in the amount of \$5,000 for additional work related to speech for the 2022-2023 school year.

16. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve Melissa Kincaid as a part time Office Clerk for the business office for up to 14 hours a week, at an hourly rate of \$32, effective June 6, 2023.

| | | | |
|------------------|------------|-----------------|-------------------|
| MOVE: Ms. Risley | | 2ND: Mr. Knapp | |
| Andover | Byram Aye | Franklin | Frelinghuysen Aye |
| Green Aye | Hamburg | Hardyston Aye | Kittatinny Aye |
| Lafayette Aye | Newton Aye | Sparta Aye | Stanhope |
| Sussex-Wantage | Vernon Aye | Wallkill Valley | |

Motion is passed.

B. FINANCE

1. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the payment of the following bills:

| | |
|---------------------|--------------|
| May Payroll: | \$357,052.53 |
| Fund 10 Bills List: | \$130,168.43 |
| Fund 20 Bills List: | \$ 698.00 |

2. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the Board Secretary's Report and Treasurer's Report for April 2023 (as attached).
3. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the attached list of budget transfers for April 2023.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the budget increase in the amount of \$169,450.

| | | | |
|----------------|------------|-----------------|-------------------|
| MOVE: Ms. Faye | | 2ND: Mr. Knapp | |
| Andover | Byram Aye | Franklin | Frelinghuysen Aye |
| Green Aye | Hamburg | Hardyston Aye | Kittatinny Aye |
| Lafayette Aye | Newton Aye | Sparta Aye | Stanhope |
| Sussex-Wantage | Vernon Aye | Walkkill Valley | |

Motion is passed.

C. PROGRAMS AND SERVICES

1. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following professional development activities:

| Staff Member | Date | Workshop | Location | Cost | Transportation/ Mileage Cost |
|------------------------------|-----------------------|--|----------|--------------------------|---------------------------------|
| Andrea Romano Greg Farley | May 19, 2023 | Active Shooter: Rethinking the School Building | Online | 0 | 0 |
| Kathleen Fugaro | June 14 & 15, 2023 | The Administrative Assistant Conference | online | Fred Pryor membership | 0 |
| Kathleen Fugaro | June 27 & 28, 2023 | The Administrative Assistant Conference | online | Fred Pryor membership | 0 |
| Andrea Romano | May 15, 2023 | Teen Girls' Mental Health: Strategies for Coping with | Online | 0 | 0 |

| | | | | | |
|------------------------------|---------------|---|---|-----|----------------------|
| | | the Challenges of Social Media | | | |
| Andrea Romano | June 22, 2023 | Supporting Wellbeing of Neurodiverse Employees | Online | 0 | 0 |
| Cathy Kohansby | May 17, 2023 | 5 Ways to Improve Reading Comprehension | Online | 0 | 0 |
| Andrea Romano | May 25, 2023 | Mean Girls (and Boys!): Why Young Children Act In Unkind Ways and How To Help | Online | 0 | 0 |
| Corrie Pisciotano | June 6, 2023 | Criminal History Record Check Training | Morristown, NJ | 0 | 43.9 miles / \$20.63 |
| Andrea Romano | June 7, 2023 | Plan a Magical Teacher In-Service With Various Pedagogical Approaches | Online | 0 | 0 |
| Andrea Romano | May 23, 2023 | How Districts are Addressing the Stress & Enhancing the Resiliency of Their Staff | Online | 0 | 0 |
| Kathleen Fugaro | June 6, 2023 | Criminal History Record Check Training | Morristown, NJ | 0 | TB |
| Andrea Romano | June 8, 2023 | Recognizing Warning Signs of Violence: A Guide for Educators | Online | 0 | 0 |
| Andrea Romano | June 1, 2023 | Employee Engagement: Strategies for Success | Online | 0 | 0 |
| Andrea Romano | June 21, 2023 | Embrace the Digital Transformation: Innovation Strategies | Online | 0 | 0 |
| Andrea Romano | June 8, 2023 | Recognizing Warning Signs: A Guide for Educators | Online | 0 | 0 |
| Greg Farley Laura Steiner | June 6, 2023 | Warren County Tech Coordinator's Meeting | Phillipsburg High School, Phillipsburg, NJ | TBD | TBD |
| Andrea Romano | June 7, 2023 | Reasonable Accommodations in the Workplace and Law Against Discrimination | Online | 0 | 0 |
| Catherine Kohansby | 7.26.23 | Autism in the Classroom | Learning Resource Center - Central, 200 RiverView | 0 | TBD |

| | | | | | |
|--|--|--|-----------------------|--|--|
| | | | Plaza, Trenton, NJ | | |
|--|--|--|-----------------------|--|--|

2. **RESOLVED**, upon recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the following field trips for students at NHA:

| Staff Member | Date | Field Trip | Location | Cost | |
|-----------------|-----------------------------|-----------------------|----------|------|--|
| Tessa Bedkowski | 6/1/23 6/8/23 6/15/23 | Sparta Food Pantry | Sparta | 0 | Students will walk to the food pantry. |

3. **RESOLVED**, upon the recommendation of the Superintendent that the Sussex County Educational Services Commission Board of Directors approve the calendar change for the 2022-2023 school year, see attached.
4. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the shared service agreement with Lafayette Township School District for shared service business administrator, as attached.
5. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the food service agreement with Lafayette School from 7/1/2023 - 6/30/24, as attached.
6. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve the following ancillary agreements for the 2023-2024 school year:

| | |
|------------|------------------------|
| Byram | Oxford |
| Frankford | Ridge & Valley Charter |
| Kittatinny | Vernon |
| Lafayette | Warren Hills |
| Newton | Washington Township |

7. **RESOLVED**, that the Sussex County Educational Services Commission Board of Directors approve Bergen County Special Services School District for Audiological services in the amount of \$188 per hour and Teacher of Deaf Services in the amount of \$165 per session for the 23-24 school year.

8. **RESOLVED**, that the following appointment be made for the period of July 1, 2023– June 30, 2024:

WHEREAS, there exists a need for a Nursing Services consultant, and

WHEREAS, the funds are available for these purposes, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 18A:18A-5 requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

OnPoint Nursing be appointed to provide Nursing Services at a rate \$55 an hour for hourly services. for a maximum amount not to exceed \$100,000 for the period of July 1, 2023 – June 30, 2024.

These appointments are made without Competitive bidding as “Professional Services” under the provisions of N.J.S.A. 18A:18A-5. because such services are recognized professions licenses and regulated by law not allowing for competitive bids.

Notice of Award of Professional Services

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2023-2024 contracts for a maximum amount not to exceed \$100,000 without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its June 5, 2023 regular meeting:

OnPoint Nursing - Nursing Services

This contract and board resolution authorizing this professional service is available for public inspection in the Office of the Board Secretary.

9. **RESOLVED**, that the following appointment be made for the period of July 1, 2023– June 30, 2024:

WHEREAS, there exists a need for an Educational consultant, and

WHEREAS, the funds are available for these purposes, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 18A:18A-5 requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW, THEREFORE BE IT RESOLVED, by the Sussex County Educational Services Commission Board of Directors as follows:

Pamela Cuning be appointed to provide Educational Consulting Services at a rate \$75 an hour for hourly services for a maximum amount not to exceed \$100,000 for the period of July 1, 2023 – June 30, 2024.

These appointments are made without Competitive bidding as “Professional Services” under the provisions of N.J.S.A. 18A:18A-5. because such services are recognized professions licenses and regulated by law not allowing for competitive bids.

Notice of Award of Professional Services

The Sussex County Educational Services Commission Board of Directors have awarded the following FY 2023-2024 contracts for a maximum amount not to exceed \$100,000, without competitive bidding for professional services pursuant to N.J.S.A. 18A:18A-5 at its June 5, 2023 regular meeting:

Pamela Cuning - Educational Consultant

This contract and board resolution authorizing this professional service is available for public inspection in the Office of the Board Secretary.

| | | | |
|-----------------|------------|-----------------|-------------------|
| MOVE: Mr. Knapp | | 2ND: Ms. Faye | |
| Andover | Byram Aye | Franklin | Frelinghuysen Aye |
| Green Aye | Hamburg | Hardyston Aye | Kittatinny Aye |
| Lafayette Aye | Newton Aye | Sparta Aye | Stanhope |
| Sussex-Wantage | Vernon Aye | Wallkill Valley | |

Motion is passed.

XIX. OLD BUSINESS:

NEW BUSINESS: Ms. Neuffer introduced herself. She has been on the board for 10 years and is the board president for Frelinguysen.

XX. PUBLIC PARTICIPATION

There was no public participation.

XXI. OTHER BOARD ACTION

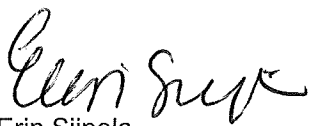
There was no other board action.

XXII. ADJOURNMENT

There being no further business to come before the Board, the Meeting was called to adjourn by Mr. Knapp, and Seconded by Ms. Risley, all voiced in favor.

At 7:55 P. M.

Respectfully submitted,



Erin Siipola
Business Administrator / Board Secretary

Next SCESC Board of Education Meeting June 26, 2023 @ 7:00pm